



*"People  
helping people  
help  
themselves"*

Mitchell E. Daniels, Jr., Governor  
State of Indiana

***Division of Disability and Rehabilitative Services***

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To: Consumers, Family/Guardians, Advocates, Providers, and all who support individuals with disabilities in Indiana

From: Peter A. Bisbecos, DDRS Director and Becky Selig, BQIS Director

Date: July 31, 2009

Re: **BQIS Seeks Feedback on Reporting Guidelines and FAQ Documents**

The Division of Disability and Rehabilitative Services' (DDRS) Bureau of Quality Improvement Services (BQIS) has released working drafts of the following documents:

- [\*Incident Management/ Reporting Policy\*](#)
- [\*Frequently Asked Questions \(FAQ\)\*](#)

Both documents seek to establish standards and provide a framework for improving services to individuals with disabilities in Indiana. The working drafts are posted online at <http://www.IN.gov/fssa/ddrs/3949.htm>. We encourage consumers, family members and guardians, service providers, advocates, case managers, state employees, and the general public to review both documents and give us your feedback.

**Please submit feedback by E-mail to [BQIS.Help@fssa.IN.gov](mailto:BQIS.Help@fssa.IN.gov) by Friday, August 14, 2009.**

Comments, questions, and concerns submitted prior to this deadline will be reviewed and considered by BQIS prior to forwarding to the DDRS Director for final approval.

When finalized, the revised policy and FAQs will be released in a DDRS bulletin and will also be accessible through the BQIS website <http://www.BQIS.IN.gov>. Upon release, both documents, in addition to 460 Indiana Administrative Code, Article 6 (460 IAC 6) for waiver consumers and Intermediate Care Facility for the Mentally Retarded (ICF/MR) regulations, will supersede all prior communications from the state regarding incident reporting.

Thank you.

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